

## PROBATION DEPARTMENT DISASTER RESPONSE PLAN

County & Agency Name: SISKIYOU COUNTY Date Completed: April 5, 2010

Name/Title: NICOLE LACOURSIERE, ASST.CHIEF PROBATION OFFICER Telephone #: (530) 841-4373  
 Person Managing/Overseeing Emergency Plan Implementation

E-mail Address: nicole.lacoursiere@co.sisqjustice.ca.us

## PROBATION DEPARTMENT DISASTER RESPONSE PLAN

Probation Disaster Response:	Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:
Essential Function:	1. Identification and location process of children who may be displaced
Process Description:	Develop and implement report of all clients including: <ul style="list-style-type: none"> <li>• Out of Home Placement/In-home Placements</li> <li>• School Information</li> <li>• Mapping Information</li> </ul>
Essential Function:	2. Communication process with child care providers
Process Description:	<ul style="list-style-type: none"> <li>• Regarding Schools- All schools must have a safety and disaster plan and must coordinate with existing County disaster plan</li> </ul>
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<ul style="list-style-type: none"> <li>• Comply with County Disaster Plan procedures re: evacuation</li> </ul>

	<ul style="list-style-type: none"> <li>• Comply with Red Cross procedures re: evacuation</li> <li>• Ensure that FFA evacuation procedures are implemented</li> </ul>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	<ul style="list-style-type: none"> <li>• Comply with County Disaster Plan procedures re: evacuation</li> <li>• Comply with Red Cross procedures re: evacuation</li> <li>• Ensure that FFA evacuation procedures are implemented</li> </ul>
Essential Function:	5. Parental notification procedures
Process Description:	<ul style="list-style-type: none"> <li>• A central call in telephone number will be the Charlie Byrd Youth Corrections Center (CBYCC) at 530-841-4185.</li> <li>• A central location will be established and the location published, preferably CBYCC.</li> <li>• The existing 24-hour emergency hotline, routed through the County Sheriff's dispatch will be available. The Charlie Byrd Youth Corrections Center will</li> </ul>
Essential Function:	6. Alternative processes for providing continued services
Process Description:	<ul style="list-style-type: none"> <li>• Utilize the 24 hour on-call procedure <ul style="list-style-type: none"> <li>○ Supervisors and probation officers are assigned to provide supervision and welfare investigation on a regular basis. After hours would be handled with a contact to CBYCC, and then phone calls to home of probation officer/supervisor.</li> <li>○ Employee's home, cell, and work numbers are kept current to ensure employees can be contacted as needed</li> </ul> </li> </ul>
Essential Function:	7Staff assignment process
Process Description:	<ul style="list-style-type: none"> <li>• Utilize on-call process</li> <li>• Organize staff according to size and location of emergency</li> </ul>
Essential Function:	8. Workload planning
Process Description:	<ul style="list-style-type: none"> <li>• Workload is prioritized and organized by severity of need and triaged</li> <li>• Probation Officers will staff cases with Supervisors as needed</li> </ul>
Essential Function:	9. Alternative locations for operations
Process Description:	<ul style="list-style-type: none"> <li>• Siskiyou County Probation Department has 2 offices. If one office should become inoperable, but the other remains operable, services will be provided from the operable office</li> </ul>

	<ul style="list-style-type: none"> <li>Utilize identified, CBYCC and County shelter sites</li> <li>Utilize identified Red Cross shelter sites</li> </ul>
Essential Function:	10. Orientation and ongoing training
Process Description:	<ul style="list-style-type: none"> <li>As public employees, all new employees are mandated to have training in the County Emergency Response Network, the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) and Safety/Security Training, and all staff are required to have regular updated training</li> <li>All foster care and relative care providers are given a copy of the County disaster plan, training and information on emergency services</li> </ul>
<b>Probation Disaster Response :</b>	<b>Remain in communication with caseworkers and other essential personnel who are displaced because of a disaster:</b>
Essential Function:	1. Communication structure – staff
Process Description:	<ul style="list-style-type: none"> <li>Staff can access supervisor and on-call staff via cell phone and 24-hour hotline and on-call procedure</li> <li>All probation officers, supervisors, and administration are provided with cell phones</li> <li>Confidential home phone roster and shelter manager assignments available to all supervisors and program managers</li> </ul>
Essential Function:	2. Communication structure – Probation personnel (phone tree)
Process Description:	<ul style="list-style-type: none"> <li>Mirror chain of command: i.e. <ul style="list-style-type: none"> <li>➤ Chief Probation Officer</li> <li>➤ Asst. Chief Probation Officer</li> <li>➤ Supervising Probation Officer</li> <li>➤ Probation Officer</li> </ul> </li> </ul>
Essential Function:	3. Communication structure – contracted services
Process Description:	<ul style="list-style-type: none"> <li>Include Communication Impact in disaster planning</li> <li>Contracted providers can access supervisor and on-call staff by calling the 24-hour emergency hotline or 24- hour CBYCC (detention facility).</li> <li>All calls received after hours are fielded by the County Sheriff's Office dispatch and CBYCC staff.</li> </ul>
Essential Function:	4. Communication process when all normal channels are unavailable

Process Description:	<ul style="list-style-type: none"> <li>• Use of media</li> <li>• Press releases</li> <li>• Satellite phone</li> <li>• County emergency services</li> </ul>
Essential Function:	5. Communication frequency
Process Description:	<ul style="list-style-type: none"> <li>• Establish frequency based upon the nature of the emergency</li> </ul>
Essential Function:	6. Communication with media
Process Description:	Existing department policy
Essential Function:	7. Communication with volunteers
Process Description:	<ul style="list-style-type: none"> <li>• Not applicable- Our department does not utilize volunteer staffing due to high need for security and confidentiality.</li> </ul>
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	<ul style="list-style-type: none"> <li>• Probation's 24-hour hotline in existence</li> <li>Department TTY in existence</li> </ul>
<b>Probation Disaster Response:</b>	<b>Preserve essential program records:</b>
<b>Essential Function:</b>	1. Record preservation process
<b>Process Description:</b>	<ul style="list-style-type: none"> <li>• CWS/CMS records will be preserved by CWS/CMS State Project following their records preservation policy(Effective for Probation July 2010).</li> <li>• Archived records will be preserved following Department's record retention policy and for records archived in locked off-site facility using the Archives record preservation policy</li> </ul> <p>Essential records including placement information, client information, and service plan information are regularly entered in the CWS/CMS system and maintained by identified personnel depending on the type of information</p>
<b>Essential Function:</b>	2. Use of off-site back-up system
<b>Process Description:</b>	<ul style="list-style-type: none"> <li>• The Department utilizes daily full back ups of information. This process backs up all non CWS/CMS computer information that is stored on shared drives. Laptop computers are utilized and backed up regularly</li> </ul>

<b>Probation Disaster Response :</b>	<b>Coordinate services and share information with other states:</b>
Essential Function:	1. Interstate Compact on the Placement of Children reporting process
Process Description:	<ul style="list-style-type: none"> <li>Utilized CWS/CMS to identify those Siskiyou County children placed out of state and those children from out of state who have been placed in Siskiyou County</li> <li>The ICPC Office is responsible for serving as the communications liaison between California and other states when California's delinquent children relocate to another state, or when other state's children are relocated to California</li> <li>The primary point of contact in the ICPC Office will be the ICPC Administrator, and the Siskiyou County point of contact is the Juvenile Supervising Probation Officer</li> </ul>
Essential Function:	2. Mental health providers
Process Description:	<ul style="list-style-type: none"> <li>Referral to the County Behavioral Health Services Crisis Team</li> <li>The Department's existing 24-hour hotline numbers will be used for the public and emergency personnel to contact the Probation Department</li> <li>The Department's internet site will be updated with emergency information</li> </ul>
Essential Function:	3. Courts
Process Description:	<ul style="list-style-type: none"> <li>The minor's attorney will act as liaison with the Court and other attorneys and will coordinate with Courts in other states if necessary</li> <li>Children's Services staff will coordinate with the County Juvenile Probation Department, Law Enforcement and Juvenile Hall to ensure safety of minors in the Probation system</li> <li>The Department's internet site will be updated with emergency information</li> </ul>
Essential Function:	4. Federal partners
Process Description:	<ul style="list-style-type: none"> <li>Siskiyou County will follow FEMA and NIMS guidelines for emergency disasters</li> <li></li> </ul>
Essential Function:	5. CDSS
Process Description:	<ul style="list-style-type: none"> <li>CDSS Community Care Licensing requires a Disaster Preparedness plan for all Community Care Facilities: Children's Services keeps a current list of all licensed day care facilities in the county</li> </ul>

	<ul style="list-style-type: none"> <li>• The Department's existing 24-hour hotline number will be used for the public and emergency personnel to contact Probation Department</li> <li>• The Department's internet site will be updated with emergency information</li> </ul>
Essential Function:	6. Tribes
Process Description:	<ul style="list-style-type: none"> <li>• Tribal CWS social worker is the local liaison for the Quartz Valley Rancheria and the Karuk Tribe of California and coordinates Tribal emergency services with County agencies</li> <li>• The Department's existing 24-hour hotline number will be used for the public and emergency personnel to contact Probation Department</li> <li>• The Department's internet site will be updated with emergency information</li> </ul>
Essential Function:	7. Volunteers
Process Description:	<ul style="list-style-type: none"> <li>• Not applicable- Our department does not utilize volunteer staffing due to high need of security</li> </ul>